AN AASIS TRAINING GUIDE

Internal Orders

Course Code - COIO

BEST IF PRINTED IN SLIDE VIEW

TABLE OF CONTENTS

Internal Orders
Course Objectives

- Learn to create an internal order and release it for use.

- Learn to create internal order groups and attach internal orders to a group.

- Run reports for internal orders.

Internal Orders

- Internal orders are used to statistically accumulate program costs, cost pools, or special interest costs that are not associated with capital work or grants.

- Internal orders are created or changed by the Agency Accounting Management and the Agency Accounting Specialist roles.

Internal Order Groups

- There is one standard order hierarchy in AASIS named ARK_ORDERS and all orders should be attached to a group within this hierarchy.

- Internal orders can also be attached to alternate groups to report data in a different way.

Status Control

- Status control by internal orders is selected to allow plans, commitments, revenue, and expenditures to start or stop.

Successful use of internal orders

When you create an internal order, keep in mind that your agency staff will need to utilize the internal order coding on transactions.

Make sure that information about new internal orders is passed on to agency accounting and purchasing staff.
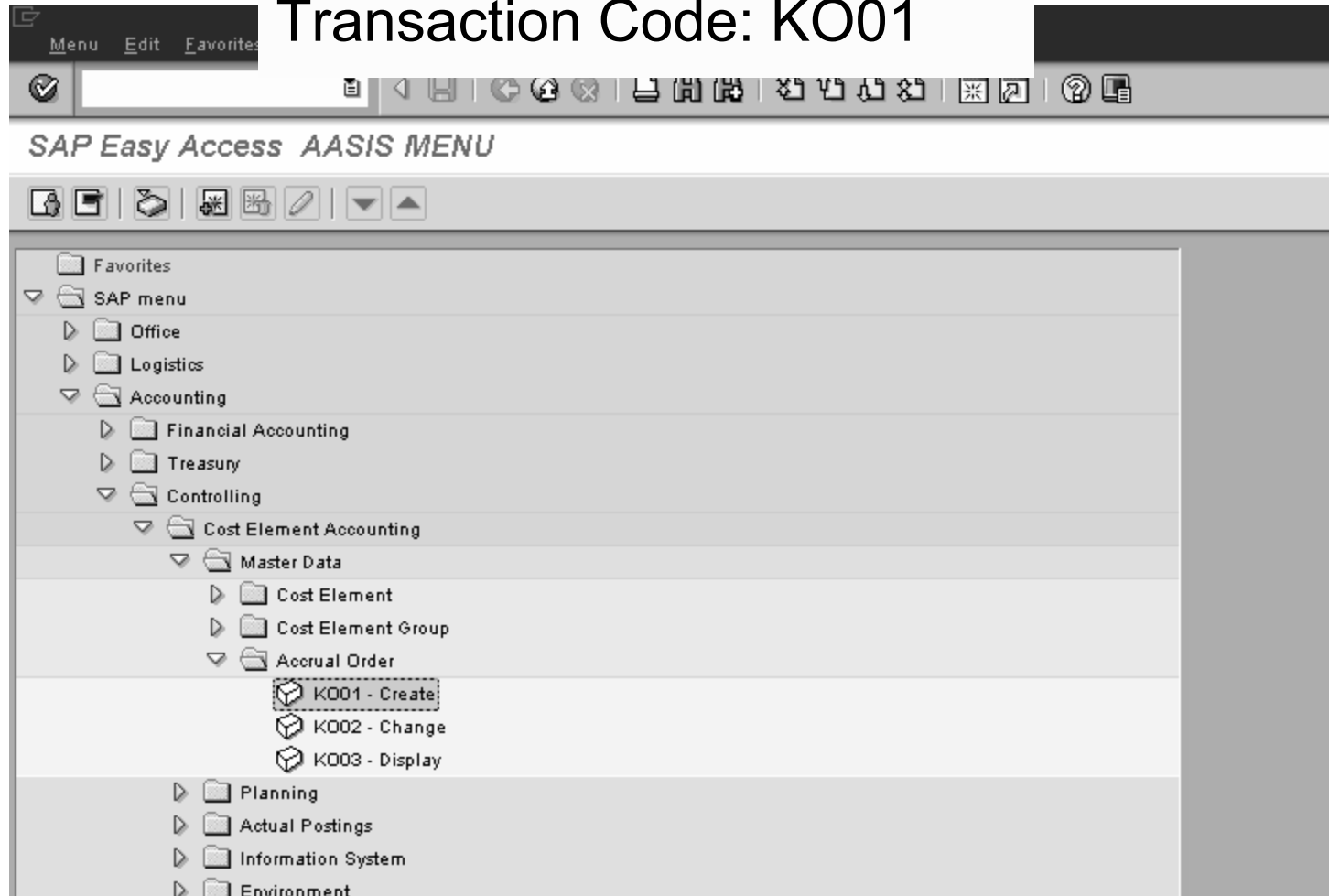
If internal orders are to be used to assign personnel costs, make sure that human resource staff is also aware of any changes.

Creating Internal Orders

Create Internal Order

Transaction Code: KO01

Create Internal Order: Initial Screen

Order   Edit   Goto   Extras   Environment   System   Help
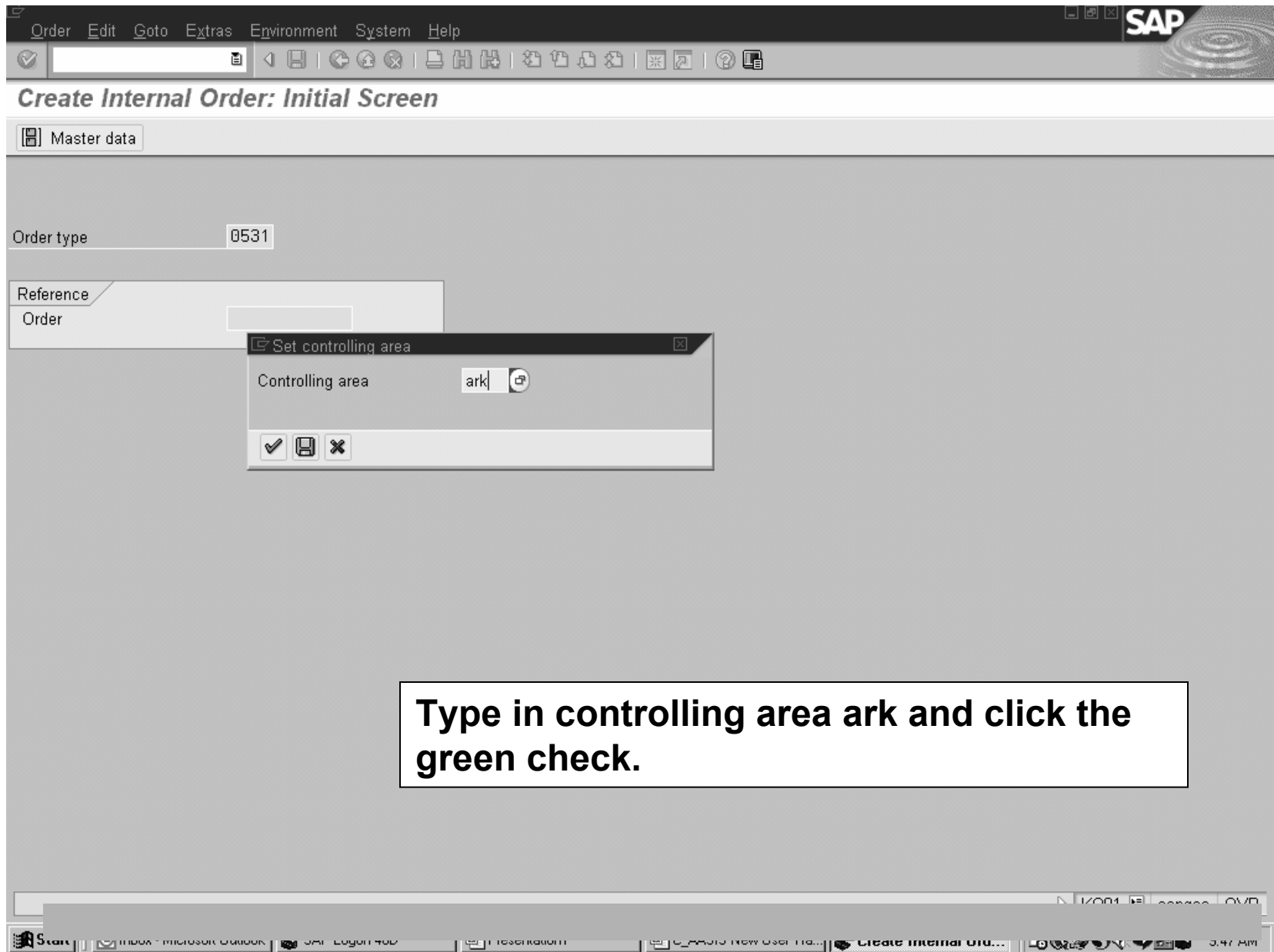
Master data

Order type

Reference
Order
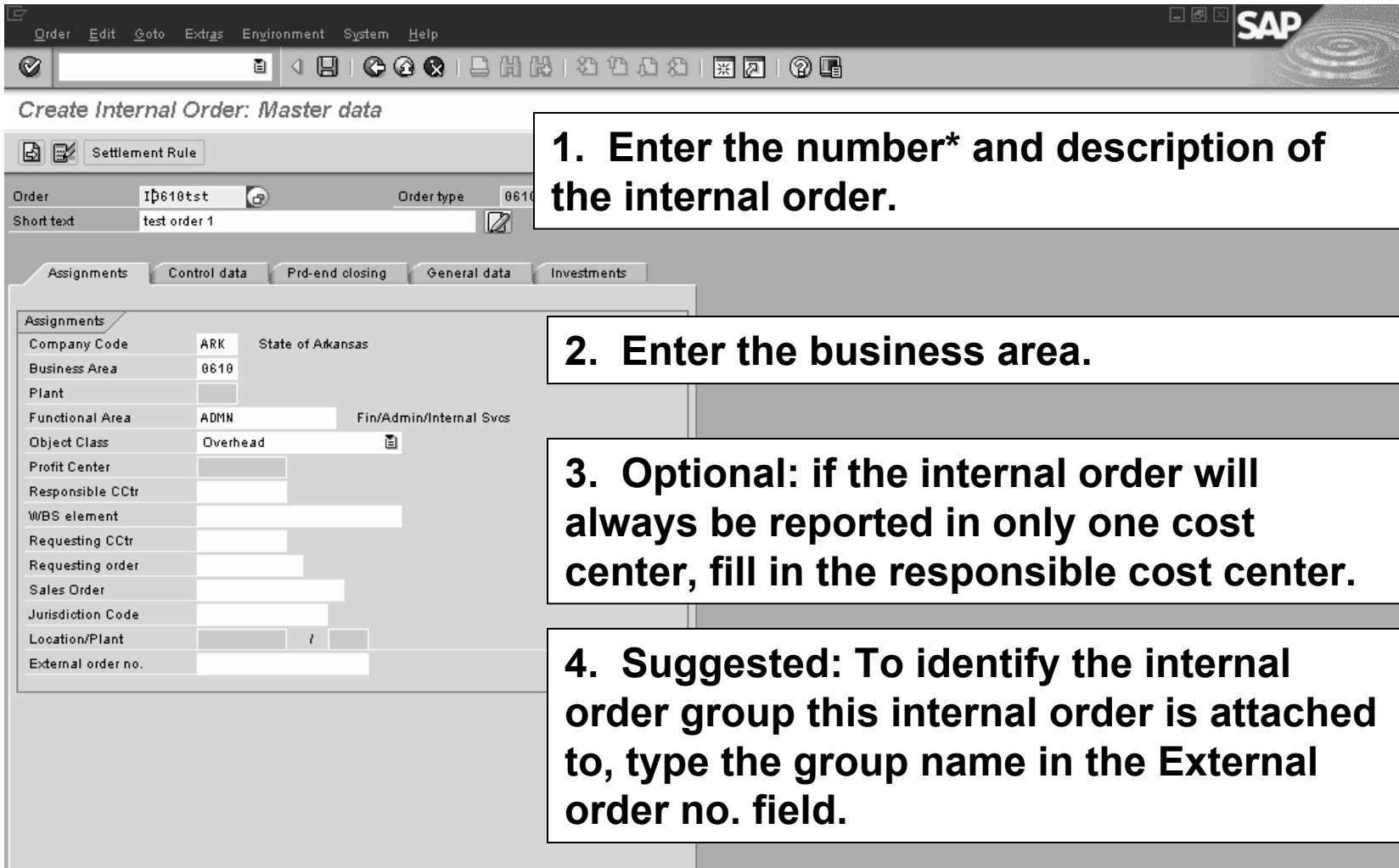
1. Enter Order Type. This is your Business Area number.
2. Click the Master data button to continue.

An order type has been configured for each agency currently using the system. If an order type has not been configured for your agency, contact the AASIS support center. The order type determines the planning profiles and input fields.

Create Internal Order: Initial Screen

Order type   0531

Reference
Order

Set controlling area

Controlling area   ark

Type in controlling area ark and click the green check.

AASIS

Order Edit Goto Extras Environment System Help

SAP

Create Internal Order: Master data

Settlement Rule

Order	I0610tst	Order type	0610
Short text	test order 1		

Assignments | Control data | Prd-end closing | General data | Investments

Assignments

Company Code	ARK	State of Arkansas
Business Area	0610	
Plant		
Functional Area	ADMN	Fin/Admin/Internal Svcs
Object Class	Overhead	
Profit Center		
Responsible CCtr		
WBS element		
Requesting CCtr		
Requesting order		
Sales Order		
Jurisdiction Code		
Location/Plant	/	
External order no.		

1. Enter the number* and description of the internal order.

2. Enter the business area.

3. Optional: if the internal order will always be reported in only one cost center, fill in the responsible cost center.

4. Suggested: To identify the internal order group this internal order is attached to, type the group name in the External order no. field.

*The numbering convention for internal orders is the letter I plus the four digit business area plus a 3-character alpha numeric identifier. (The system will also accept a fourth character if three is not enough.)

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Order   Edit   Goto   Extras   Environment   System   Help

SAP

Create Internal Order: Master data

Settlement Rule

Order	I0610TST	Order type	0610	Dept of Finance a...
Short text	test order 1		

Assignments   Control data   Prd-end closing   General data

1. Click the Control data tab.

Status

System status   CRTD

Allowed transacts.

2. Click Allowed transactions to view a list of allowed transactions. Orders must be released to accept actual charges.

Permit

Control data

Currency	USD United States Dollar
Order category	1 Internal Order (Controlling)
☑ Statistical order	Actual posted C
☐ Plan-integrated order	
☐ Revenue postings	
☑ Commitment update	

Business transaction	Warning
BFRE Release	
BLOC Lock	
BTAB Technically complete	
KABG Automat. WIP/results analysis	
KABK Settlement account assignment	
KABM Manual WIP/results analysis	
KABP Plan Settlmnt Acc. Assignment	
KBFC Availability control	
KBN0 Budget supplement	
KBR0 Budget return	
KBUD Budgeting	
KBW1 Sender of carryover	
KBW2 Receiver of carryover	
KEPB Write budget line items	
KFPE Individual measure	
KFPP Transfer price agreement	
KMOB Earmarked funds	
KOAS Debit from plan settlement	
KSTE Unit costing (planning)	
KSTP Total cost planning	

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Order   Edit   Goto   Extras   Environment   System   Help

SAP

Create Internal Order: Master data

Settlement Rule

| Order | I0610TST | Order type | 0610 | Dept of Finance a... |
| Short text | test order 1 | | | |

Assignments   Control data   Prd-end closing   General data   Investments

Status

System status   REL   ▼ ▲   Tech. comple

Allowed transacts.

Control data

Currency   USD   United States Dollar
Order category   1   Internal Order (Controlling)

☑ Statistical order   Actual posted CCtr
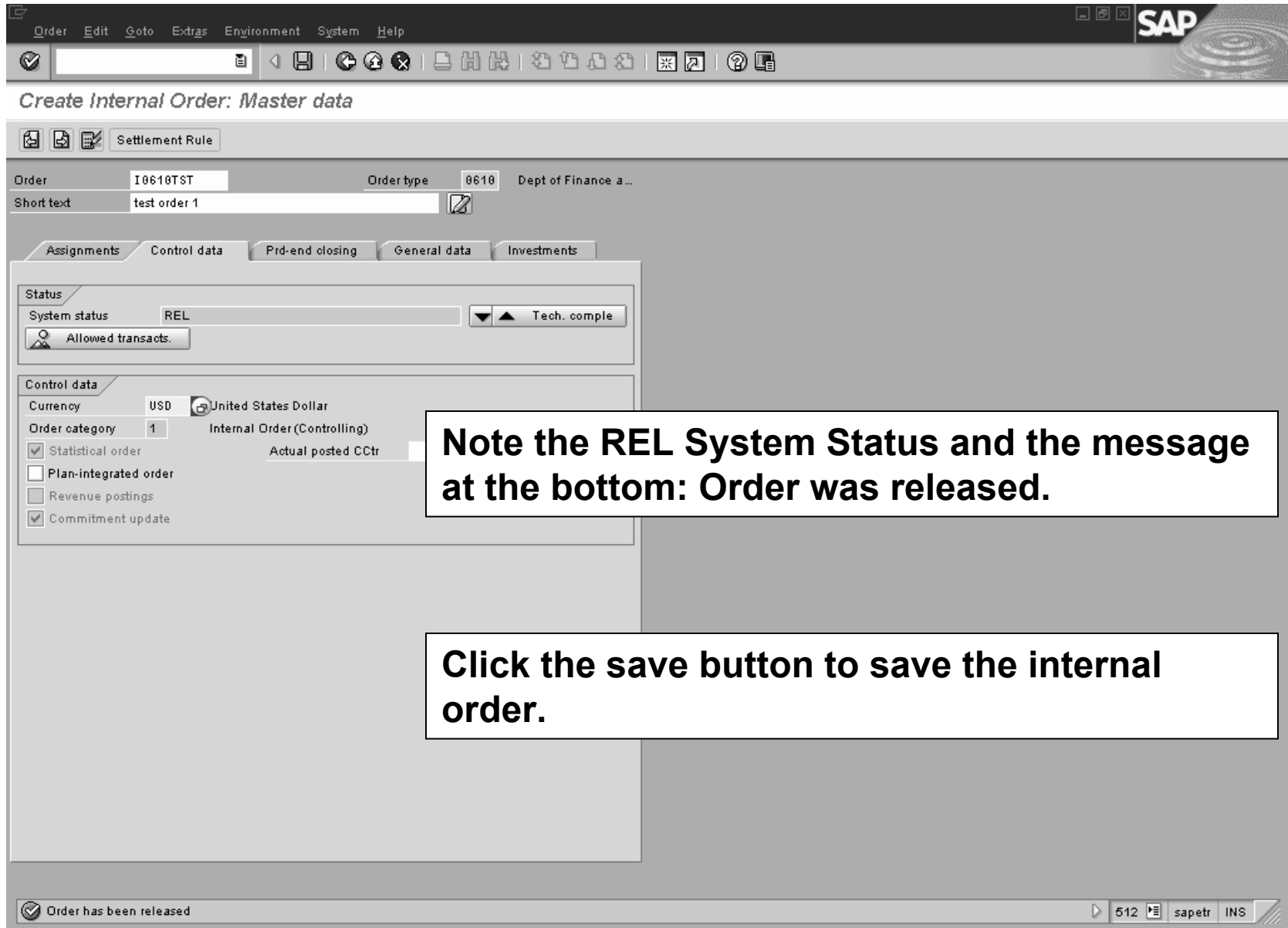☐ Plan-integrated order
☐ Revenue postings
☑ Commitment update

Click the Release button to change System status to Released. (You will not be able to statistically post anything to the order while the status is set to CRTD.)

Order has been released   512   sapetr   INS

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Order Edit Goto Extras Environment System Help

Create Internal Order: Master data

Settlement Rule

Order	I0610TST	Order type	0610	Dept of Finance a...
Short text	test order 1			

Assignments | Control data | Prd-end closing | General data | Investments

Status

System status   REL   ▼ ▲ Tech. comple

👤 Allowed transacts.

Control data

Currency   USD   🗗 United States Dollar
Order category   1   Internal Order (Controlling)
☑ Statistical order   Actual posted CCtr
☐ Plan-integrated order
☐ Revenue postings
☑ Commitment update

Note the REL System Status and the message at the bottom: Order was released.

Click the save button to save the internal order.

Order has been released

512 ▣ sapetr INS

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You will get a message at the bottom of the screen confirming that the order was created.

Order was created with number I0610TST

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Status of Internal Orders

- CRTD: Internal order has been created. No postings are allowed until it is released.

- REL: Internal order has been released for postings.

- TECO: Technically complete allows existing commitments to be paid, but no new commitments can be posted to the internal order.

- CLSD: Internal order is closed. No further postings are allowed.

Making Changes to Internal Orders

- Changes can be made to internal orders by using transaction KO02.

- This is the transaction used to change the status.

- Other changes could include the description or the assigned cost center.

- The internal order number cannot be changed.

Change Internal Order
Transaction Code: KO02
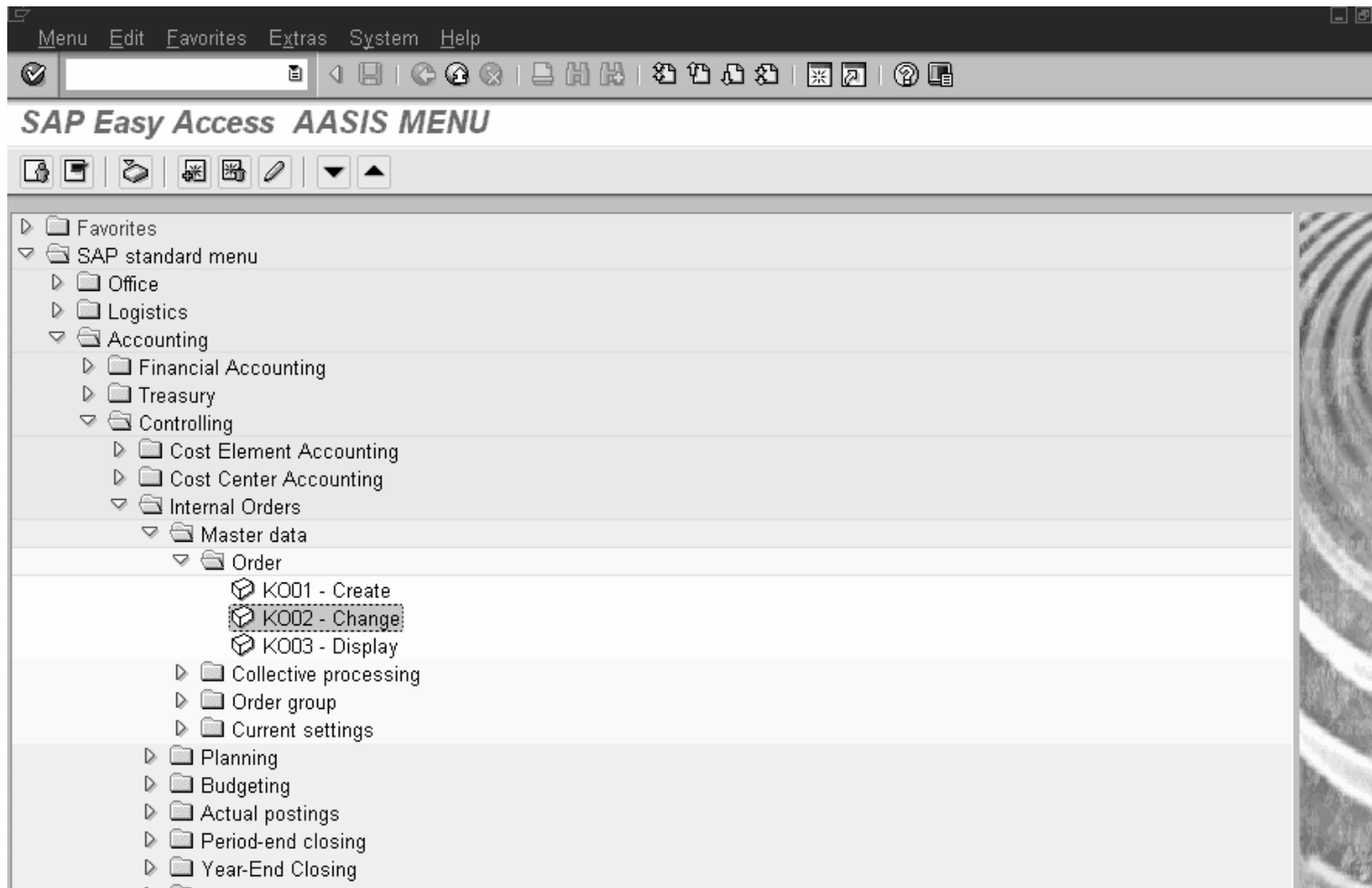
An AASIS Training Guide

SAP

| Order | Edit | Goto | Extras | Environment | System | Help |

Change Internal Order: Initial screen

[💾] Master Data

Order |0610TST|

Enter the internal order to be changed and click Master data.

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Order   Edit   Goto   Extras   Environment   System   Help

SAP

Change Internal Order: Master data

Settlement Rule

| Order | I0610TST | | Order type | 0610 | Dept of Finance a… |
| Short text | test order 1 | | | | |

Assignments | Control data | Prd-end closing | General data | Investments

Status

System status   REL   ▼ ▲ Tech. comple

Allowed transacts.

Control data

Currency   USD   United States Dollar
Order category   1   Internal Order (Controlling)
☑ Statistical order   Actual posted CCtr
☐ Plan-integrated order
☐ Revenue postings
☑ Commitment update

To change the status, click the control data tab and toggle the buttons to the right of System status.

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Change Internal Order: Master data

Settlement Rule

| Order | I0610TST | Order type | 0610 | Dept of Finance a... |
| Short text | test order 1 | | | |

Assignments | Control data | Prd-end closing | General data | Investments

Status

| System status | TECO | | Close |

Allowed transacts.

Control data

Currency	USD	United States Dollar
Order category	1	Internal Order (Controlling)
☑ Statistical order		Actual posted CCtr
☐ Plan-integrated order	
☐ Revenue postings	
☑ Commitment update	

System status changed. Note that the change does not really take effect until the internal order is saved.

The order tecnically completed

512 | sapetr | INS

Creating Internal Order Groups

Internal Order Groups

- It is recommended that each internal order be assigned to an internal order group within the Arkansas hierarchy ARK_ORDERS.

- Each agency has a hierarchical group within the ARK_ORDERS group. The naming convention is the four digit business area followed by ORDERS.

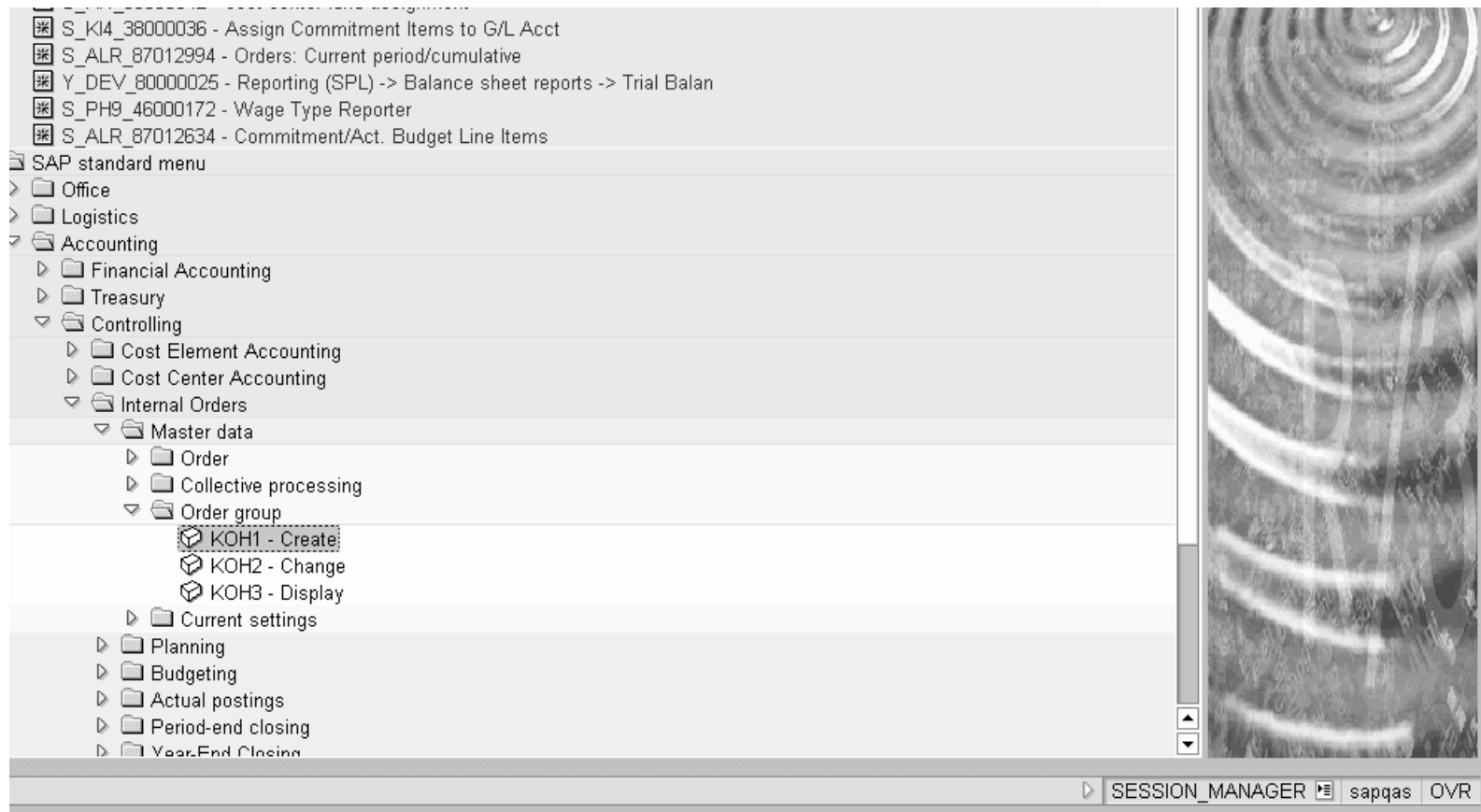- New groups can be created by agencies.

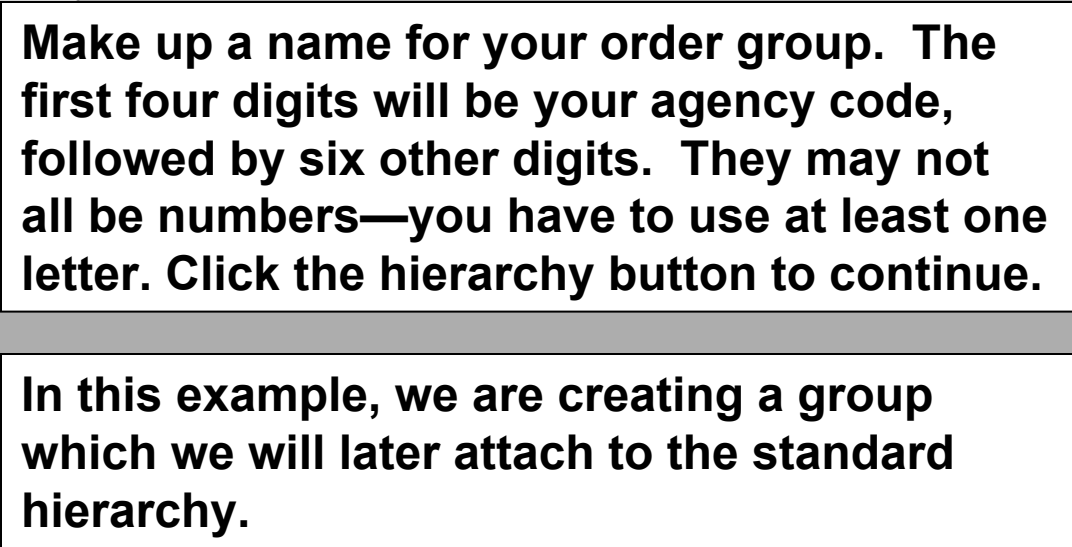# Internal Order Groups

- Alternate groups can exist outside of the standard Arkansas hierarchy.

- An internal order can belong to its group within ARK_ORDERS and more than one alternate group.

- For ease of reporting, each internal order for the agency should be attached to that agency's group within the ARK_ORDERS hierarchy.

- After the group is created, the internal orders can be attached.

Create Internal Order Group
Transaction Code: KOH1

Group   Edit   Goto   Extras   Environment   System   Help

Create Order Group: Initial Screen

Order Group   06100rdgrp

Reference
Order Group

Make up a name for your order group. The first four digits will be your agency code, followed by six other digits. They may not all be numbers—you have to use at least one letter. Click the hierarchy button to continue.

In this example, we are creating a group which we will later attach to the standard hierarchy.

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Group   Edit   Goto   Extras   System   Help

Create Order Group: Structure

Same Level | Lower Level | Order | Deselect All | Order

06100RDGRP   Internal Order Group for Training

Enter a description for your order group. You can attach other groups by clicking the Same level and Lower level buttons. Click the Order button to add internal orders to the group.

You can search for internal orders to attach to the group by clicking the arrow next to the selection. When the selection box pops up, enter your agency code in the Order Type box and click the green check.

Order Number (1) 73 Entries Found

✓ Search by controlling area / processing group   Search by co... ◄ ► ▤

✓ ✕ 🖫 🖪 🖫 ⅋ 🖨

Controlling Area: ARK
Processing group: 00
Order Type: 0610

Order	Short text
I0610079	dfa internal order
I0610080	dfa internal order
I0610081	dfa internal order
I0610082	dfa internal order
I0610083	dfa internal order
I0610TST	test order 1
I0610UT01	Use Tax Training 1
I0610UT02	Use Tax Training 2
I0610UT0_	Use Tax Training _
I0610UT0_	
I0610UT0_	
I0610UT0_	
I0610UT0_	
I0610UT08	Use Tax Training 8
I0610UT09	Use Tax Training 9
I0610UT10	Use Tax Training 10
I0610UT11	Use Tax Training 11
I0610UT12	Use Tax Training 12
I0610UT13	Use Tax Training 13
I0610UT14	Use Tax Training 14
I0610UT15	Use Tax Training 15
I0610UT16	Use Tax Training 16
I0610UT17	Use Tax Training 17
I0610UT18	Use Tax Training 18
I0610UT19	Use Tax Training 19
I0610UT20	Use Tax Training 20
I0610UT21	Use Tax Training 21
I0610UT22	Use Tax Training 22
I0610UT23	Use Tax Training 23

Place your cursor on the desired internal order to highlight it, then click the green check to select it.

73 Entries Found

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Group   Edit   Goto   Extras   System   Help

Change Order Group: Structure

Same Level   Lower Level   Order   Deselect All   Order

06100RDGRP   Order Group for Training

        I0610009   dfa internal order
        I0610TST   test order 1
        I0610TS2   test order 2
        I0610TS3   test order 2

Use the same process to attach as many internal orders to the group as desired. Click the save button. The Internal order descriptions will automatically be filled in and you'll get a message at the bottom that the changes have been saved.

AASIS Support Center
COIO – Internal Orders, Version2
   September 2004

Changing Internal Order Groups

Changing Internal Order Groups

- If the new internal order group you have created is not an alternate group, you will need to add it to the ARK_ORDERS group.

- To add the new group to the agency's hierarchy, it will be necessary to change that agency's group.

- To add the new agency group to Arkansas hierarchy, it will be necessary to change the ARK_ORDERS group.

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Change Internal Order Group
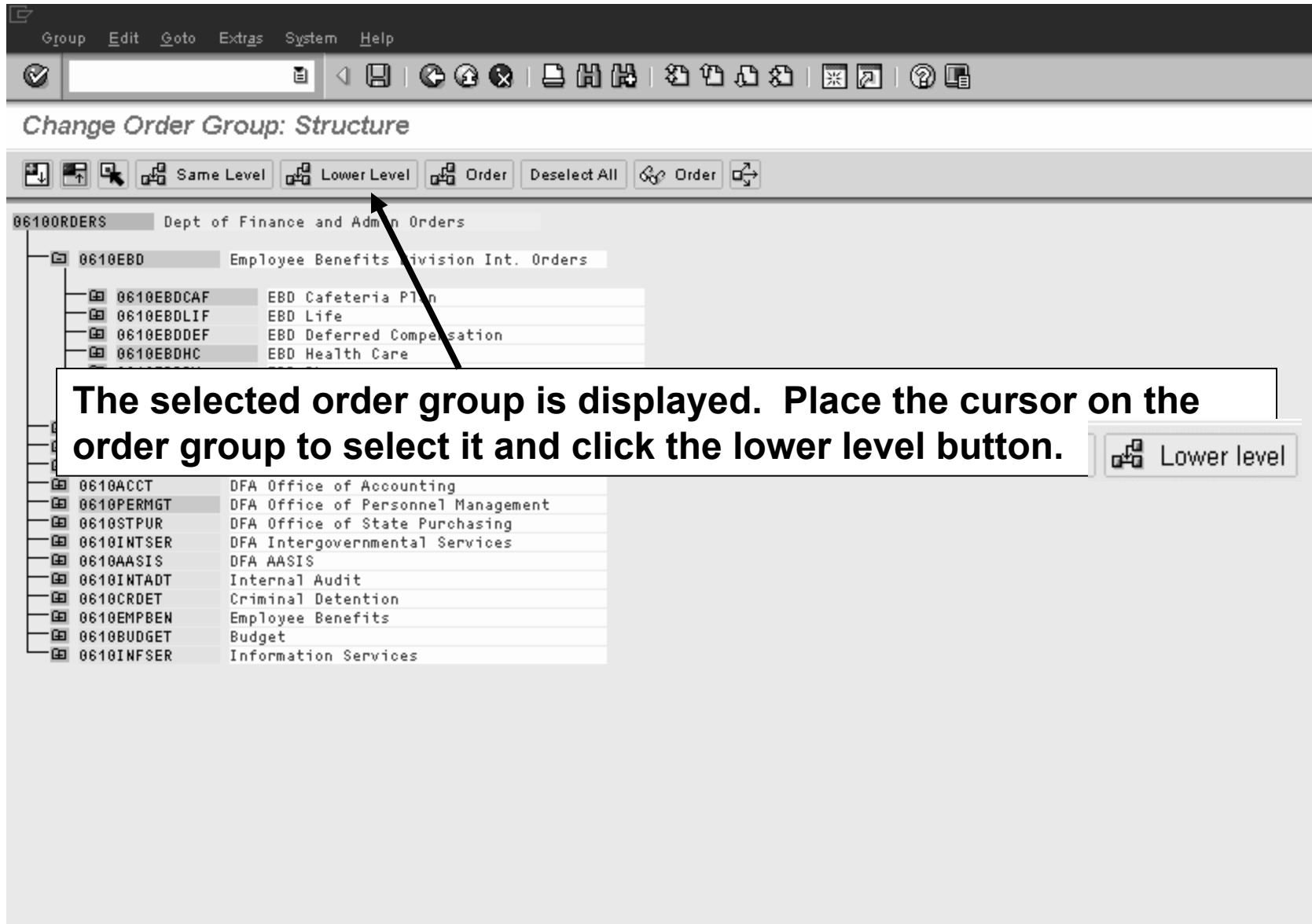## Transaction Code: KOH2
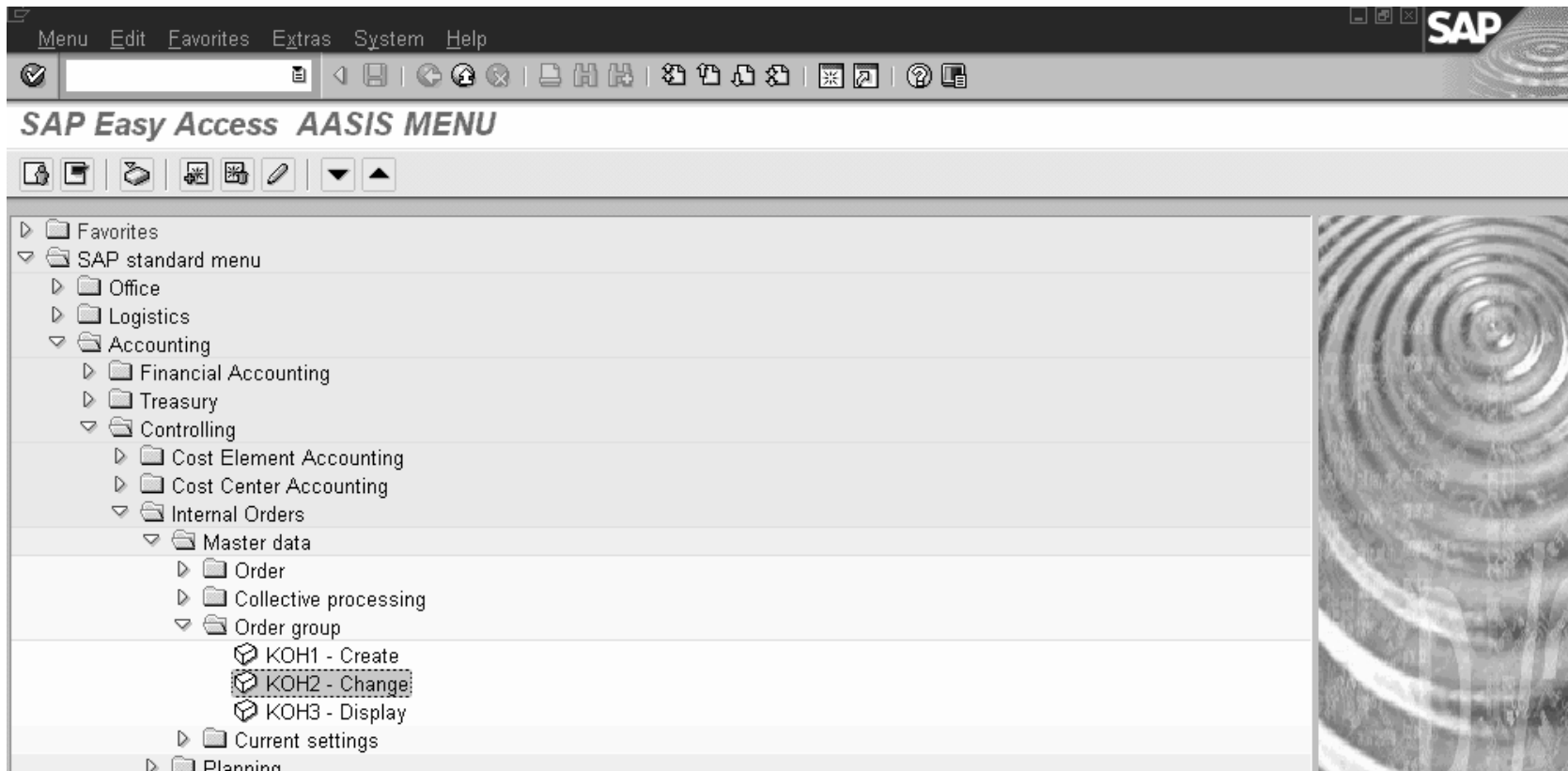
Change Order Group: Initial Screen

Order Group   36100RDERS

Type in the name of the order group to be changed, or click the drop down box to select it. Click the hierarchy button.

Group   Edit   Goto   Extras   System   Help

Change Order Group: Structure

Same Level | Lower Level | Order | Deselect All | Order

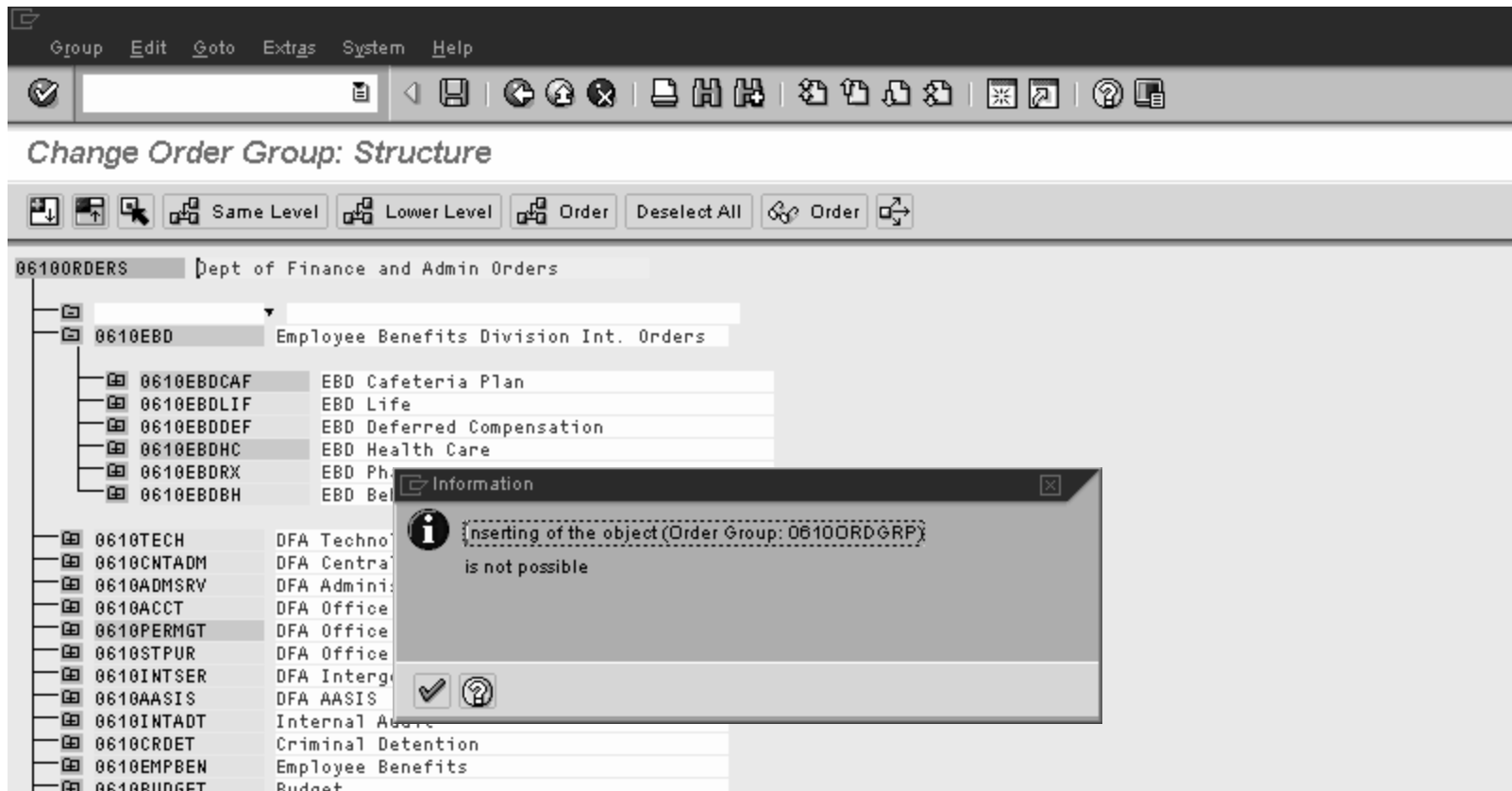0610ORDERS   Dept of Finance and Admin Orders

└─ 0610EBD   Employee Benefits Division Int. Orders

   ├─ 0610EBDCAF   EBD Cafeteria Plan
   ├─ 0610EBDLIF   EBD Life
   ├─ 0610EBDDEF   EBD Deferred Compensation
   ├─ 0610EBDHC   EBD Health Care

The selected order group is displayed. Place the cursor on the order group to select it and click the lower level button.   Lower level
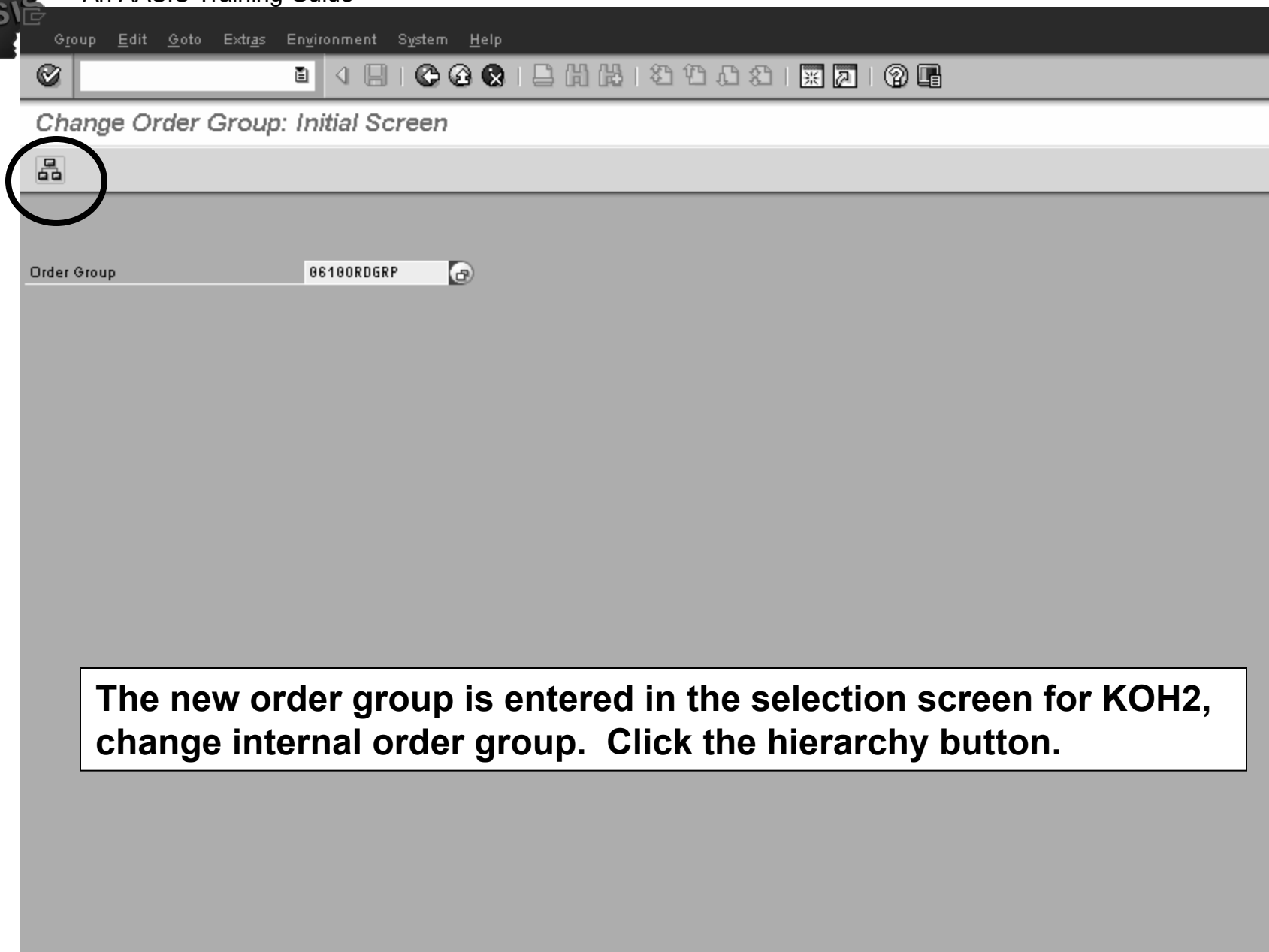
   ├─ 0610ACCT   DFA Office of Accounting
   ├─ 0610PERMGT   DFA Office of Personnel Management
   ├─ 0610STPUR   DFA Office of State Purchasing
   ├─ 0610INTSER   DFA Intergovernmental Services
   ├─ 0610AASIS   DFA AASIS
   ├─ 0610INTADT   Internal Audit
   ├─ 0610CRDET   Criminal Detention
   ├─ 0610EMPBEN   Employee Benefits
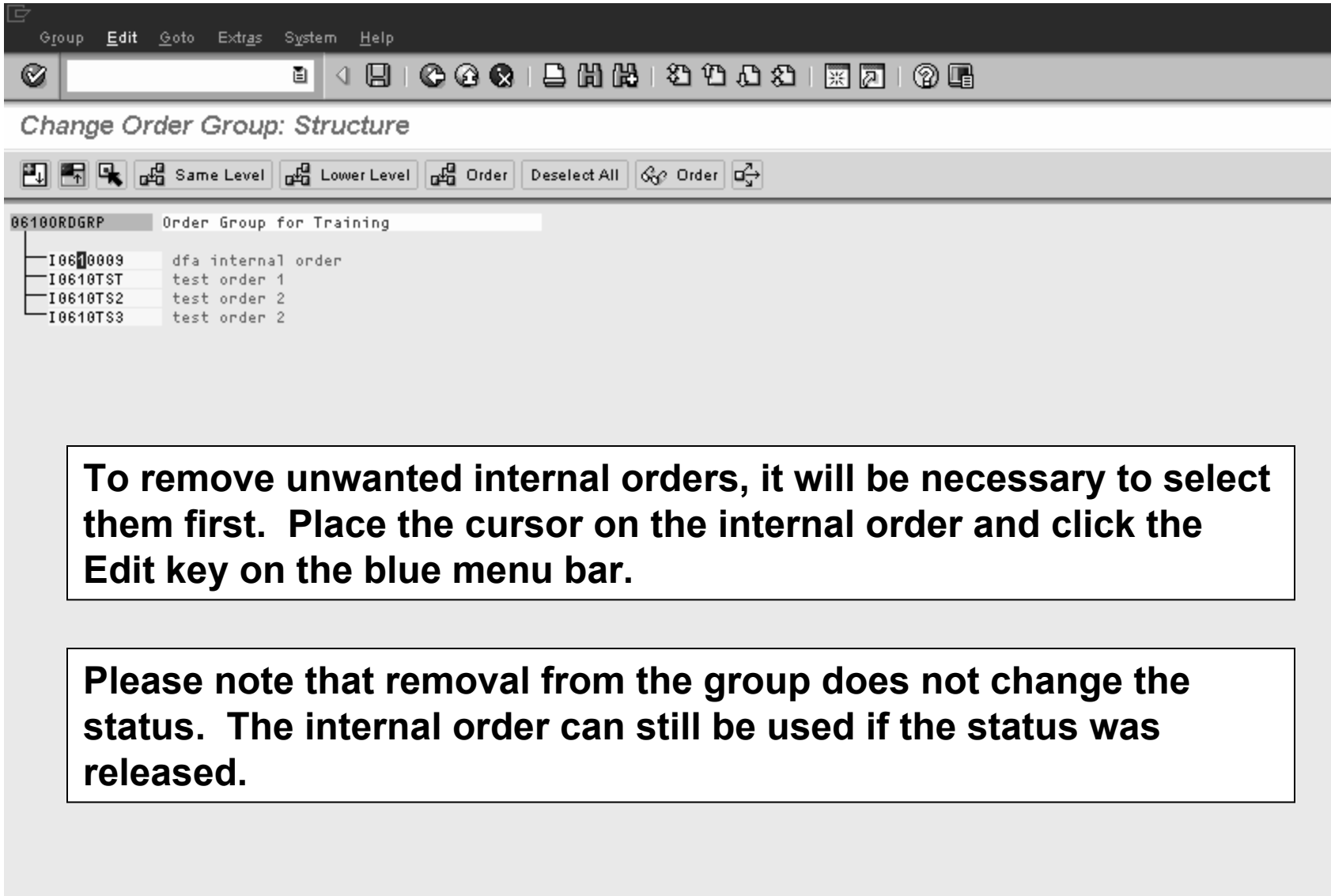   ├─ 0610BUDGET   Budget
   └─ 0610INFSER   Information Services

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Change Order Group: Structure

```
Group  Edit  Goto  Extras  System  Help
```

0610ORDERS   Dept of Finance and Admin Orders

```
├─ ▢ |              ▼
├─ ▢ 0610EBD          Employee Benefits Division Int. Orders
│
│     ├─ ▣ 0610EBDCAF      EBD Cafeteria Plan
│     ├─ ▣ 0610EBDLIF      EBD Life
│     ├─ ▣ 0610EBDDEF      EBD Deferred Compensation
```

**A blank line is added to the order group. Type in the name of the
new group to be added or click on the black arrow to select it.**

```
├─ ▣ 0610CNTADM      DFA Central Administration
├─ ▣ 0610ADMSRV      DFA Administration Services
├─ ▣ 0610ACCT        DFA Office of Accounting
├─ ▣ 0610PERMGT      DFA Office of Personnel Management
├─ ▣ 0610STPUR       DFA Office of State Purchasing
├─ ▣ 0610INTSER      DFA Intergovernmental Services
├─ ▣ 0610AASIS       DFA AASIS
├─ ▣ 0610INTADT      Internal Audit
├─ ▣ 0610CRDET       Criminal Detention
├─ ▣ 0610EMPBEN      Employee Benefits
├─ ▣ 0610BUDGET      Budget
└─ ▣ 0610INFSER      Information Services
```

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AASIS will not allow this Order group to be inserted, because it contains internal orders that are already contained in other groups within the hierarchy. It will be necessary to remove those orders from the group before it can be added.

Group Edit Goto Extras Environment System Help

⊘   ▤ ◁ 🖫 ┃ 🌑🌑🌑 ┃ 🗅 🖰 🖰 ┃ 🏝 🏝 🏝 🏝 ┃ 🔣 🗗 ┃ ⑦ 🗐

Change Order Group: Initial Screen

🖧

Order Group   06100RDGRP   🖻

The new order group is entered in the selection screen for KOH2, change internal order group. Click the hierarchy button.

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Group   Edit   Goto   Extras   System   Help

Change Order Group: Structure

Same Level | Lower Level | Order | Deselect All | Order

06100RDGRP   Order Group for Training
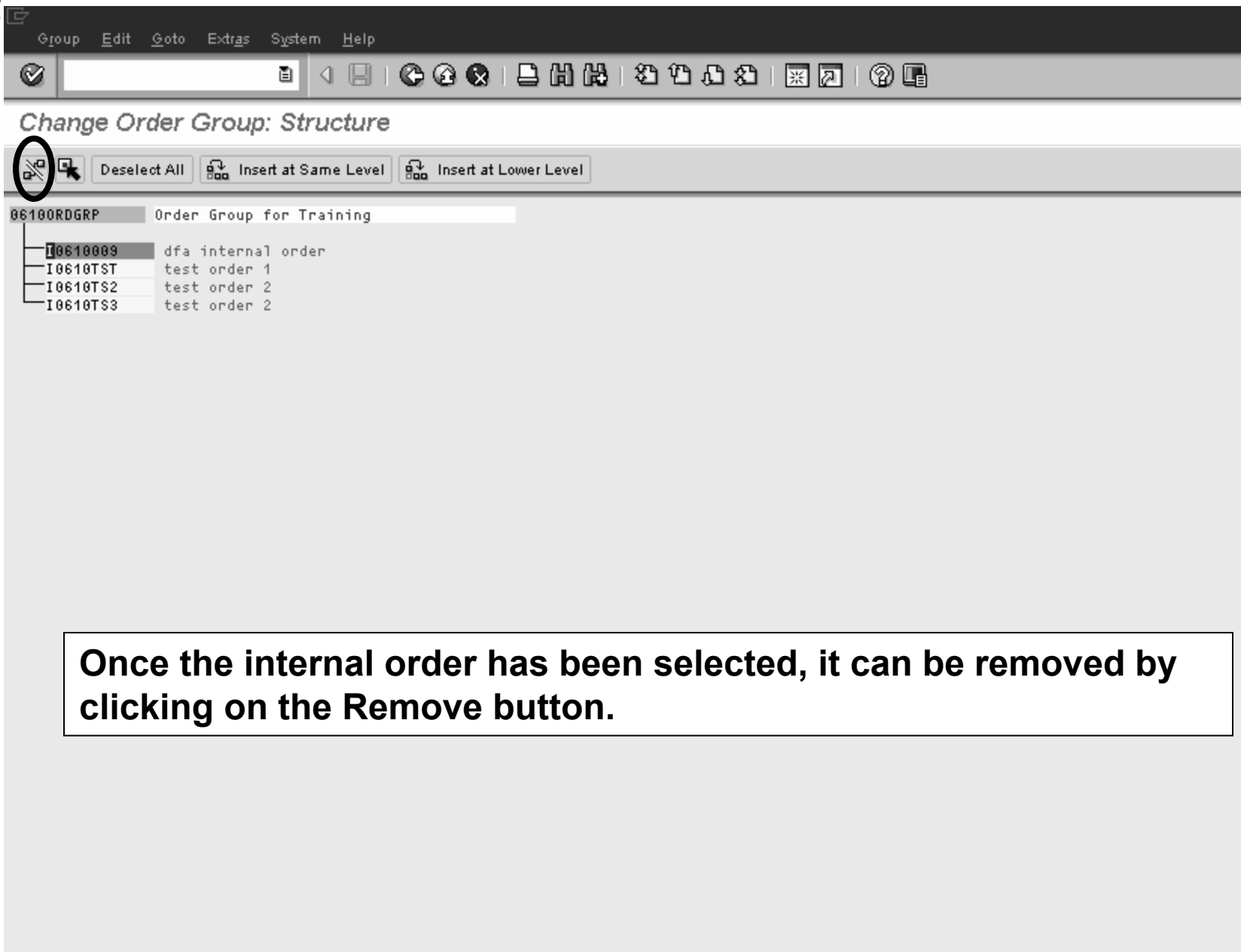
—I0610009   dfa internal order
—I0610TST   test order 1
—I0610TS2   test order 2
—I0610TS3   test order 2

To remove unwanted internal orders, it will be necessary to select them first. Place the cursor on the internal order and click the Edit key on the blue menu bar.

Please note that removal from the group does not change the status. The internal order can still be used if the status was released.
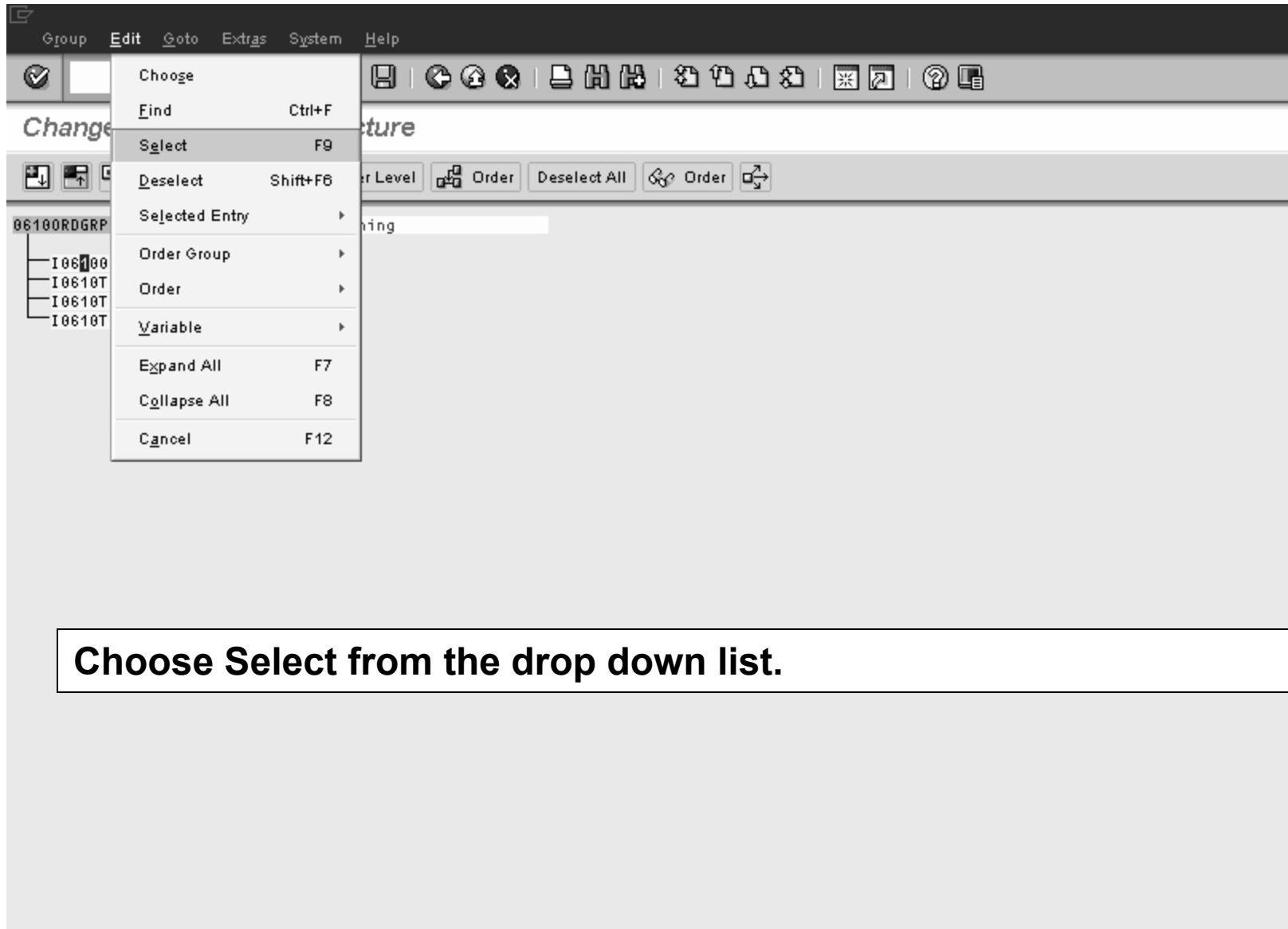
Choose Select from the drop down list.

Group   Edit   Goto   Extras   System   Help

⊘   📄   ◁ 🔒 | 😊 😊 😊 | 📇 🖪 🖪 | 🖏 🖏 🖏 🖏 | 🔲 🔲 | ⊘ 🖫

Change Order Group: Structure

✂   🗔   Deselect All | 🔠 Insert at Same Level | 🔠 Insert at Lower Level

```
06100RDGRP        Order Group for Training

      ─I0610009      dfa internal order
      ─I0610TST      test order 1
      ─I0610TS2      test order 2
      ─I0610TS3      test order 2
```

Once the internal order has been selected, it can be removed by clicking on the Remove button.

1-43
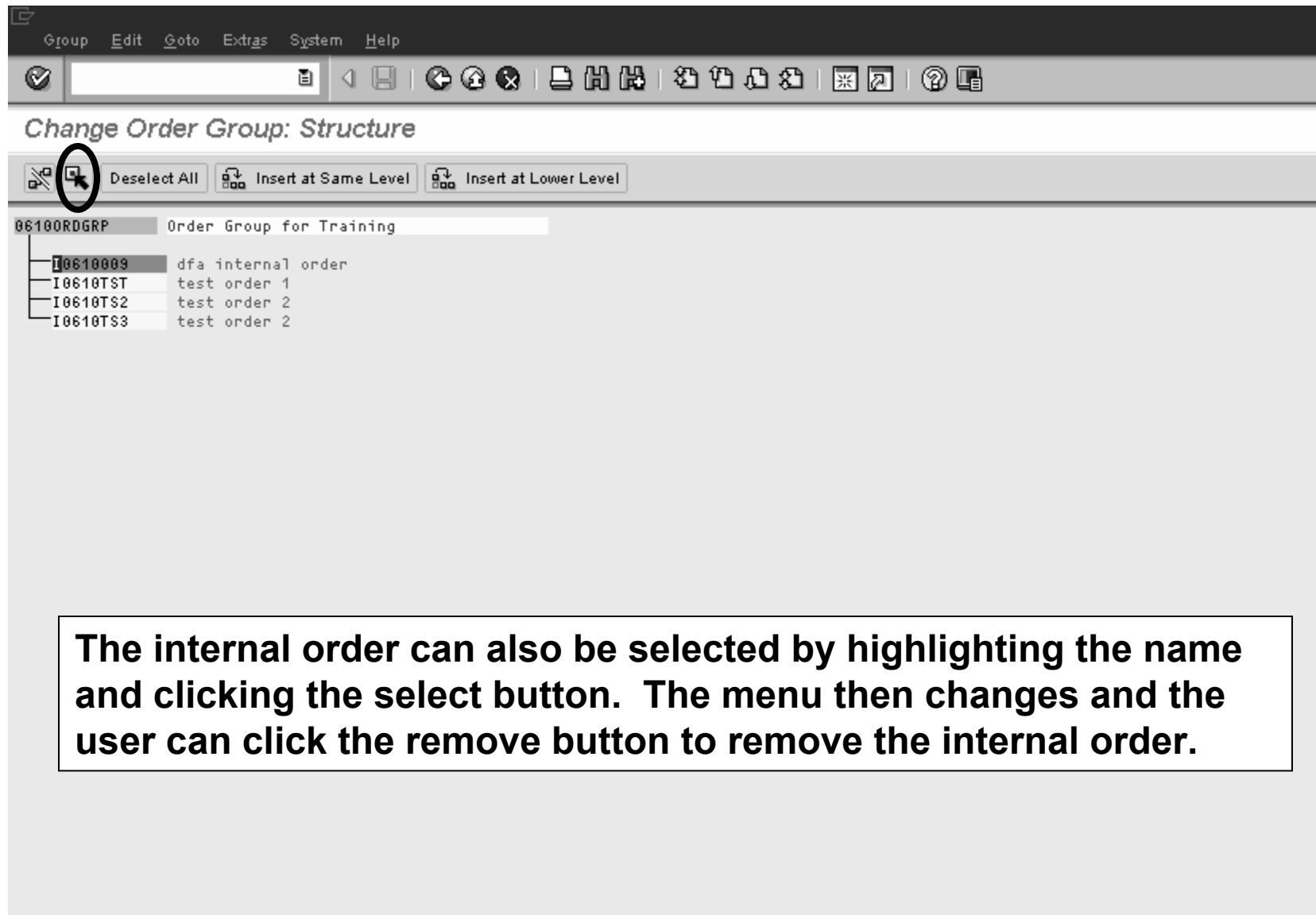
The internal order can also be selected by highlighting the name and clicking the select button. The menu then changes and the user can click the remove button to remove the internal order.
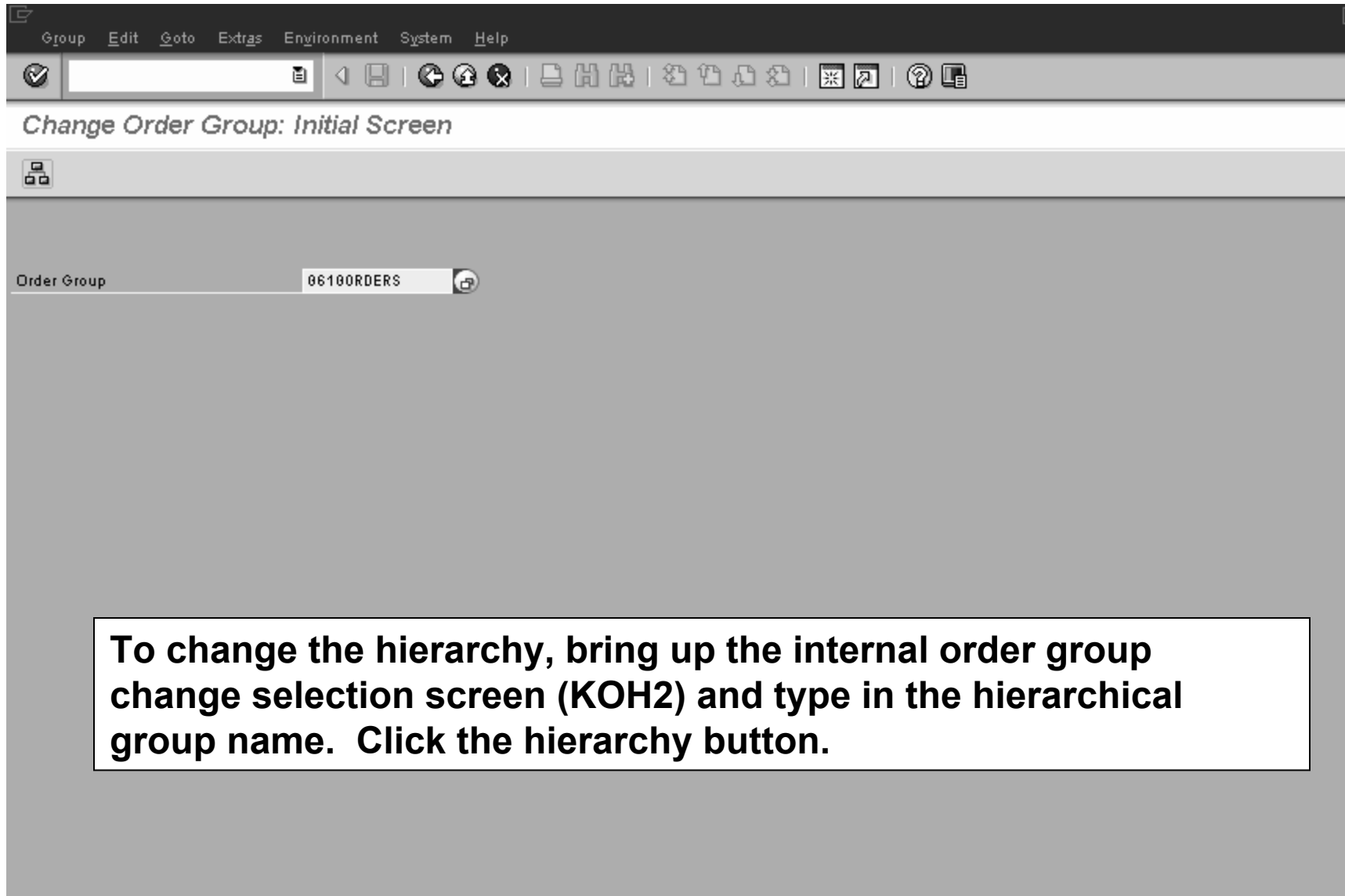
Group   Edit   Goto   Extras   System   Help

Change Order Group: Structure

Same Level | Lower Level | Order | Deselect All | Order |

```
06100RDGRP      Order Group for Training
   ─I0610TST     test order 1
   ─I0610TS2     test order 2
   ─I0610TS3     test order 2
```

Now that the group contains only the new internal order, it should be possible to add it to the hierarchy after saving.

Change Order Group: Initial Screen

Order Group   06180RDERS

To change the hierarchy, bring up the internal order group change selection screen (KOH2) and type in the hierarchical group name. Click the hierarchy button.

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Highlight the group name and click the Lower level button. A blank line will appear so that the new group can be inserted.

Group   Edit   Goto   Extras   System   Help

Change Order Group: Structure

[toolbar: Same Level | Lower Level | Order | Deselect All | Order]

06100RDERS   Dept of Finance and Admin Orders

— 06100RDGRP   Order Group for Training
— 0610EBD   Employee Benefits Division Int. Orders

      — 0610EBDCAF   EBD Cafeteria Plan
      — 0610EBDLIF   EBD Life
      — 0610EBDDEF   EBD Deferred Compensation
      — 0610EBDHC   EBD Health Care
      — 0610EBDRX   EBD Pharmacy
      — 0610EBDBH   EBD Behavioral Health

— 0610TECH   DFA Technology
— 0610CNTADM   DFA Central Administration
— 0610ADMSRV   DFA Administration Services
— 0610ACCT   DFA Office of Accounting
— 0610PERMGT   DFA Office of Personnel Management
— 0610STPUR   DFA Office of State Purchasing
— 0610INTSER   DFA Intergovernmental Services
— 0610AASIS   DFA AASIS
— 0610INTADT   Internal Audit
— 0610CRDET   Criminal Detention
— 0610EMPBEN   Employee Benefits
— 0610BUDGET   Budget
— 0610INFSER   Information Services

Enter the group name and save the file. AASIS will now accept the change.

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Change Order Group: Structure

06100RDERS   Dept of Finance and Admin Orders

- 06100RDGRP   Order Group for Training
- 0610EBD   Employee Benefits Division Int. Orders

  - 0610EBDCAF   EBD Cafeteria Plan
  - 0610EBDLIF   EBD Life
  - 0610EBDDEF   EBD Deferred Compensation
  - 0610EBDHC   EBD Health Care
  - 0610EBDRX   EBD Pharmacy
  - 0610EBDBH   EBD Behavioral Health

- 0610TECH   DFA Technology
- 0610CNTADM   DFA Central Administration
- 0610ADMSRV   DFA Administration Services
- 0610ACCT   DFA Office of Accounting
- 0610PERMGT   DFA Office of Personnel Management
- 0610STPUR   DFA Office of State Purchasing
- 0610INTSER   DFA Intergovernmental Services
- 0610AASIS   DFA AASIS
- 0610INTADT   Internal Audit
- 0610CRDET   Criminal Detention
- 0610EMPBEN   Employee Benefits
- 0610BUDGET   Budget
- 0610INFSER   Information Services

Note the message at the bottom. The changes were saved.

The changes have been saved

The changes have been saved   512 sapetr

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